ACEC/SEAOG SI GL 01-2009

Georgia Special Inspections Guidelines

In Accordance with the

2006 International Building Code

ACEC

American Council of Engineering Companies

of Georgia

Georgia Special Inspections Guidelines

PREFACE

The ***Georgia Special Inspections Guidelines*** are intended to assist all parties involved in building projects in Georgia to successfully comply with the special inspections requirements of the ***Georgia State Minimum Standard Building Code***, (***2006 International Building Code*** in conjunction with ***Georgia State Amendments***), hereafter referred to as the ***Building Code***. These parties include owners, building officials, design professionals, contractors and special inspectors. This consensus document is the product of the parties listed below, public review and public hearings.

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Acknowledgments:

The ***Guidelines*** Committee wishes to take this opportunity to express our sincere appreciation those organizations who donated their time and effort to the development and production of this document and also to those upon whose previous work these Guidelines were built.

Georgia Department of Community Affairs, Chapter 17 Task Force
Georgia State Financing and Investment Commission
Building Officials Association of Georgia

Disclaimer and Notice:

While the information presented in the report is believed to be correct, SEAOG and ACEC/G assume no responsibility for its accuracy or for the opinions expressed herein. The material presented in this publication should not be used or relied upon for any specific application without competent examination and verification of its accuracy, suitability, and applicability by qualified professionals. Users of information from this publication assume all liability arising from such use.

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FORWARD

On September 12, 2001, the State of Georgia Board of Community Affairs, under the provisions of the Uniform Codes Act, updated the Georgia Standard Codes by approval of the 2000 edition of the ***Standard Building Code*** (***2000 International Building Code****)* with ***Georgia Amendments****.* The effective date for the ***Building Code*** was January 1, 2002. This introduced *Special Inspection and Testing*, under Chapter 17, as a ***Building Code*** requirement for the first time in Georgia.

It is anticipated that tThe State of Georgia Board of Community Affairs will updated the Georgia Standard Codes by approval of the 2006 edition of the ***International Building Code*** with ***State of Georgia Amendments***, hereafter referred to as the ***Building Code***, with an effective date of January 1, 2007.

In 2009 the Board of Community Affairs created a Task Force to review the ***International Building Code*** Chapter 17, "Structural Tests and Special Inspections" and the related Georgia Amendments. One of the outcomes of the Task Force review was this update to the ***Guidelines.*** Other outcomes included 2010 Georgia Amendments requiring special inspection of post-installed anchors and the inclusion of special inspection information on the construction documents, as well as revisions to Table 1704.1, "Minimum Special Inspector Qualifications". The Task Force also developed a flowchart and preconstruction meeting checklist for Special Inspections and recommendations for a special inspection training program.

ACEC/SEAOG SI GL 01–03/16/2006, ***Georgia Special Inspections Guidelines*** is to assist *all* parties involved in building projects in Georgia to successfully comply with the special inspections requirements of the ***Building Code***. These parties include owners, building officials, design professionals, contractors and special inspectors.

Special Inspection is the monitoring of the materials and workmanship critical to the integrity of the building structure. It is a review of the work of the contractors and their employees to ensure that the approved plans and specifications are being followed and that the relevant codes and referenced standards are being observed. The Special Inspection process is *in addition* to the inspections conducted by the Building Official or authority having jurisdiction and Structural Observation by the Design Professional.

Special inspections and tests are required to be performed by qualified, independent agents with special expertise as approved by the Building Official.

Special Inspections per ***Building Code*** Section 1704 is required to be provided on all professionally designed projects not meeting the exception for certain residential occupancies.

As part of the general requirements Section 1704 of the ***Building Code***, Special Inspections, a *Statement of Special Inspections* (which includes a *Schedule of Special Inspection Services*) prepared by the Registered Design Professional in Responsible Charge shall be submitted to the Building Official at time of permit application. The Registered Design Professional for special inspections is typically the Structural Engineer or the Architect. Often the Architect will take input from the Structural, Mechanical

and Electrical Engineers and act as the overall Registered Design Professional in Responsible Charge of preparing and submitting the *Statement of Special Inspections*.

In accordance with Section 1705 of the ***Building Code*** the *Statement of Special Inspections*, utilizing a *Schedule of Special Inspection Services,* shall include the following items:

1. The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work.
2. The type and extent of each special inspection.
3. The type and extent of each test.
4. Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.3, 1705.4, 1707 or 1708.
5. For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.

Under certain high seismic and wind conditions the *Statement of Special Inspections* shall also include additional special inspection and testing requirements for seismic and/or wind resistance where required by ***Building Code*** Sections 1705 and 1707. Once engaged for a project, each contractor responsible for the construction of a seismic or wind resistant system or component listed in the *Statement of Special Inspections* shall submit a written statement of responsibility to the building official and to the owner prior to the commencement of work on the system or component.

The *Schedule of Special Inspection Services* must be maintained during the course of a construction project and reflect any changes. For example the Schedule shall be revised if a Special Inspection Agency changes during the course of the construction or if a change in a building material or technique requires a change in the Special Inspection requirements.

Structural Observations by a registered structural design professional for certain high seismic or wind conditions shall also be provided where required by ***Building Code*** Section 1709.

At the completion of work and prior to issuing the Certificate of Occupancy, a *Final Report of Special Inspections* in accordance with ***Building Code*** Section 1704.1.2 shall be submitted to the Building Official. This report shall document the completion of all required special inspections and testing.

This Guideline describes the responsibilities and provides forms for all phases and all parties of the Special Inspection process.

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SPECIAL INSPECTION RESPONSIBILITIES

Owner Responsibilities:

The Owner or the Registered Design Professional in Responsible Charge (hereafter referred to as the Design Professional) acting as the Owner's agent shall:

1. Engage the Special Inspector(s)
2. Submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.

Design Professional in Responsible Charge Responsibilities:

The Design Professional shall:

1. Where engaged as the Owner's Agent, perform the duties noted above.
2. Prepare the Special Inspection program with the assistance of the structural engineer of record.
3. Submit to the Building Official the Statement of Special Inspections, which shall include the Schedule of Special Inspection Services.
4. Respond to identified field discrepancies.

Building Official or Authority Having Jurisdiction Responsibilities:

The Building Official shall:

1. Obtain a *Statement of Special Inspections* prior to issuance of building permit.
2. Obtain a list of the individuals, agencies or firms intended to be retained for conducting special inspections.
3. Approve qualified special inspectors, firms and agencies in accordance with the ***Building Code***.
4. Determine if fabricators qualify as *approved fabricators* in accordance with ***Building Code*** section 1704.2.
5. Obtain Special Inspection interim reports, certificates, and statements of responsibility.
6. Obtain a *Final Report of Special Inspections* prior to issuance of a Certificate of Occupancy.

Special Inspectors Responsibilities:

The Special Inspectors shall:

1. Notify the contractor of their presence and responsibilities at the job site.
2. Observe assigned work for which they are responsible for conformance with the plans and specifications.
3. Report nonconforming items to the immediate attention of the contractor for correction.
4. Write a discrepancy report about each nonconforming item containing:
    a. Description and exact location.
    b. Reference to applicable drawings and specifications.
    c. Resolution or corrective action taken and the date.
5. Provide timely reports in a daily format and furnish these reports directly to the Design Professional and the contractor. The reports should:
    a. Describe the special inspection and tests made, with locations.
    b. Indicate nonconforming items and their resolution.
    c. List unresolved items and parties notified.

d. Itemize any changes authorized by the Design Professional.

6. Initial and date the "Date Completed" box in the *Schedule of Special Inspection Services* as the inspection and testing activities are completed.
7. Submit a final signed report stating that all required special inspections and testing were fulfilled and reported and that any outstanding discrepancies have been corrected.

Contractor/Construction Manager/Design Builder Responsibilities:

1. Submit a *Statement of Responsibility* where required by the *Statement of Special Inspections*.
2. Notify the Special Inspector(s) when special inspections are needed.
3. Coordinate the scheduling and timely notification of the specific individuals needed for the Special Inspection.
4. Provide direct access to the approved plans and specifications for the project.
5. Submit *Fabricator's Certificates of Compliance* for approved fabricators.
6. Provide safe access to the work to be inspected and deliver samples for testing when needed.

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SPECIAL INSPECTION STEP-BY-STEP TIMELINE

The following is a suggested timeline for a project with special inspections. Some elements may not be applicable to all projects.

1. The Design Professional shall prepare the Special Inspection program with the assistance of the structural engineer of record.

2. The Owner or the Design Professional in Responsible Charge acting as the Owner's agent shall engage the Special Inspector(s).

3. The Design Professional shall submit to the Building Official the *Statement of Special Inspections*, which shall include the *Schedule of Special Inspection Services*. Where required the *Statement of Special Inspections* shall include additional special inspection and testing requirements for seismic and/or wind resistance.

4. The Owner or the Design Professional acting as the Owner's agent shall submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.

5. The Building Official shall approve the qualifications of the Special Inspectors and agencies in accordance with the ***Building Code***.

6. Where required by the *Statement of Special Inspections*, each contractor responsible for the construction or fabrication of a system or component described in the *Requirements for Wind* or *Seismic Resistance* shall submit a *Statement of Responsibility*.

7. The Contractor shall notify the Special Inspector(s) when work is ready for inspection.

8. The Special Inspector(s) shall inspect the work per the *Schedule of Special Inspection Services* and provide a daily report detailing the inspection and any deficiencies. The Special Inspector(s) shall issue interim reports to the Design Professional and the Building Official as noted in the *Statement of Special Inspections.*

9. The Design Professional shall, as needed, respond to any discrepancies identified by the Special Inspector(s).

10. Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2 of the ***Building Code*** must submit *Fabricator's Certificate of Compliance* at the completion of fabrication.

11. The Contractor shall remedy deficient work as construction progresses and prior to final inspection.

12. The Contractor shall submit *Fabricator's Certificates of Compliance* for approved fabricators.

13. The Special Inspector(s) shall prepare and sign a *Final Report of Special Inspection*s at the completion of the project.

14. The Building Official shall not issue a Certificate of Occupancy until the *Final Report of Special Inspections* has been issued.

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SPECIAL INSPECTIONS PROGRAM INSTRUCTIONS

The following are general requirements and instructions for processing the Special Inspection Program forms.

Overview:
The program consists of three primary forms that shall be filled out and submitted to the Building Official. The *Statement of Special Inspections* and the *Schedule of Special Inspections Services* forms are submitted for review prior to permit issuance. These documents shall be maintained in a central location at the project site. The *Schedule of Special Inspection Services* will need to be accessed on a regular basis by the special inspector(s) for the project. The *Final Report of Special Inspections* is submitted at the completion of construction. Several other forms that may be utilized are also included.

Statement of Special Inspections:
This form provides the general project information. It identifies the project location, the project architect, the project structural engineer, and the registered design professional in responsible charge, referred to in the forms and hereafter as the Design Professional. Depending on the project organization, the Design Professional could be the project architect, a project engineer, or an independent third party representing the Owner. In accordance with section 1704.1.1 of the ***Building Code***, the Design Professional is responsible for preparation of the special inspection program and would complete the "Prepared by" section of this form.

This form establishes the frequency interim reports should be furnished. For complex projects, the Design Professional, or Building Official may attach a separate schedule listing the required report frequency. Additionally, the Building Official can request reports at a different frequency than the Design Professional. A copy of this form should be kept at the project site with the *Schedule of Special Inspection Services.*

For large projects that are divided into multiple bid packages (foundation package, structural frame package, building package, etc.) the special inspection program submitted with each partial bid package would only contain the special inspection requirements for the scope of work associated with that bid package.

Schedule of Special Inspection Services:
This form provides a detailed and itemized list of which special inspection activities are required for the specific project and which individuals, firm, or agency will be performing the special inspection services associated with each required task. The project title should be inserted at the top of the form. The form lists the various tasks required by Chapter 17 of the ***Building Code*** and provides a column for the Design Professional to identify with a "yes" or "no" which items apply to the specific project.

The "Extent" column is where the Design Professional can provide additional information or detail regarding the scope of the special inspections. This column identifies which items require continuous inspection and which require periodic inspection as defined by the ***Building Code***. For periodic inspections, the frequency of inspection can be identified here or it could be included in the project construction documents. Exceptions to a special inspection task may be noted in this column. Special

instructions regarding how to perform inspections may also be included here. For more complex projects, this may be addressed by referring to another project document, such as the project specifications.

Multiple special inspectors may exist on one project. For example, a testing agency may perform the special inspection duties associated with testing welds, a registered structural engineer may perform special inspection duties associated with inspecting steel connections for conformance with the Construction Documents, and an architect may perform the special inspection duties associated with construction of the EIFS system. The multiple special inspectors are identified and numbered at the end of the form. The number next to the individual, firm, or agency's name would be listed in the schedule under the column heading "Agent" for the task that individual, firm, or agency will perform. In some instances, it may be desirable to have more than one special inspector involved in the same task. In this instance, the numbers for both parties would be listed adjacent to that task.

Minimum qualifications for each type of inspection and test are included in the *Georgia Amendments* to the ***Building Code***. In cases where the complexity of the inspection or testing activity warrants additional expertise, the Design Professional may specify more stringent qualifications. For example, inspection by a structural engineer may be specified for complex concrete reinforcing steel.

The only column not filled in on the schedule at the time it is submitted should be the "Completed" column. When an individual special inspection task in the schedule is completed for the last time on the project and the special inspector performed their final review, inspection, or test of that item for the project, the special inspector shall initial and date the cell in the "Completed" column adjacent to the task. At the conclusion of the project, a copy of the *Schedule of Special Inspection Services* form with the initials and date in the "Completed" column for each task relevant to the project shall be submitted to the Design Professional and the Building Official with the *Final Report of Special Inspections.*

Projects requiring special *Requirements for Seismic and/or Wind Resistance* should be identified at the end of the form for cross reference to the *Statement of Special Inspections*.

A commentary with specific requirements for each *Material / Activity* in the *Schedule* is included for assistance in completing the inspection program.

Final Report of Special Inspections:

This form is submitted when all the special inspection requirements for a project have been fulfilled. Each special inspector corresponding to an agent number in the *Schedule of Special Inspection Services* will be required to complete a copy of this form for submittal to the Design Professional and the Building Official for their scope of work. The special inspection program will not be considered complete until forms from all agents have been submitted and received.

STATEMENT OF SPECIAL INSPECTIONS

PROJECT: _____

LOCATION: _____

PERMIT APPLICANT: _____

APPLICANT'S ADDRESS: _____

ARCHITECT OF RECORD: _____

STRUCTURAL ENGINEER OF RECORD: _____

MECHANICAL ENGINEER OF RECORD: _____

ELECTRICAL ENGINEER OF RECORD: _____

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: _____

This Statement of Special Inspections is submitted in accordance with Section 1704 of the 2006 International Building Code. It includes a *Schedule of Special Inspection Services* applicable to the above-referenced Project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. If applicable, it includes *Requirements for Seismic Resistance* and/or *Requirements for Wind Resistance*.

Are *Requirements for Seismic Resistance* included in the *Statement of Special Inspections*? ☐ Yes ☐ No

Are *Requirements for Wind Resistance* included in the *Statement of Special Inspections*? ☐ Yes ☐ No

The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the Building Official and to the Registered Design Professional in Responsible Charge at a frequency agreed upon by the Design Professional and the Building Official prior to the start of work. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge prior to completion of that phase of work. A *Final Report of Special Inspections* documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge at the conclusion of the project.

Frequency of interim report submittals to the Registered Design Professional in Responsible Charge:

__Weekly __Bi-Weekly __Monthly Other; specify:_____

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Statement of Special Inspections Prepared by:

Preparer's Seal

_____
Type or print name

_____
Signature Date

Building Official's Acceptance:

_____
Signature Date

Permit Number:

Frequency of interim report submittals to the Building Official:

__Monthly __Bi- Monthly __Upon Completion Other; specify:_____

Statement of Special Inspections
Requirements for Seismic Resistance

See the Schedule of Special Inspections for inspection and testing requirements

Seismic Design Category: ____

Statement of Special Inspection for Seismic Resistance Required (Yes/No): _____

Description of seismic force-resisting system subject to special inspection and testing for seismic resistance:
(Required for Seismic Design Categories C, D, E or F)

Description of designated seismic systems subject to special inspection and testing for seismic resistance:
(Required for architectural, electrical and mechanical systems and their components that require design in accordance with Chapter 13 of ASCE 7, have a component importance factor, *Ip*, greater than one and are in Seismic Design Categories D, E or F.)

Description of additional seismic systems and components requiring special inspections and testing:
(Required for systems noted in IBC Section 1705.3, cases 3, 4 & 5 in Seismic Design Categories C, D, E or F.)

Statement of Responsibility:
Each contractor responsible for the construction or fabrication of a system or component described above must submit a Statement of Responsibility.

Statement of Special Inspections
Requirements for Wind Resistance

See the Schedule of Special Inspections for inspection and testing requirements

Basic Wind Speed (3 second gust): _____m.p.h.

Wind Exposure Category: _____

Statement of Special Inspection for Wind Resistance Required (Yes/No): _____
(Required in wind exposure Category B, where the basic wind speed is 120 miles per hour or greater. Required in wind exposure Category C or D, where the basic wind speed is 110 miles per hour or greater)

Description of main wind force-resisting system subject to special inspection for wind resistance:

Description of wind force-resisting components subject to special inspection for wind resistance:

Statement of Responsibility:
Each contractor responsible for the construction or fabrication of a system or component described above must submit a Statement of Responsibility.

FINAL REPORT OF SPECIAL INSPECTIONS

PROJECT: _____

LOCATION: _____

PERMIT APPLICANT: _____

APPLICANT'S ADDRESS: _____

_____

ARCHITECT OF RECORD: _____

STRUCTURAL ENGINEER OF RECORD: _____

MECHANICAL ENGINEER OF RECORD: _____

ELECTRICAL ENGINEER OF RECORD: _____

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: _____

To the best of my information, knowledge, and belief, which are based upon observations or diligent supervision of our inspection services for the above-referenced Project, I hereby state that the special inspections or testing required for this Project, and designated for this Agent in the *Schedule of Special Inspection Services*, have been completed in accordance with the Contract Documents.

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Interim reports submitted prior to this final report and numbered ___ to ___ form a basis for, and are to be considered an integral part of this final report. The following discrepancies that were outstanding since the last interim report dated _____ have been corrected:

_____

_____

_____

_____

_____

(Attach 8 ½"x11" continuation sheet(s) if required to complete the description of corrections)

Prepared By:

_____
Special Inspection Agent/Firm

_____
Type or print name

_____
Signature Date

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
1704.2 Inspection of Fabricators					
Verify fabrication/quality control procedures.	In-plant review	(3)	Periodic		
1704.3 Steel Construction					
Material verification of high-strength bolts, nuts, and washers.	Review material markings and certificates of compliance		Periodic		
Inspection of high-strength bolting:	Field inspection				
a. Snug-tight joints			Periodic		
b. Pre-tensioned and slip-critical joints					
1) Turn-of-nut with matching markings			Periodic		
2) Direct tension indicator			Periodic		
3) Twist-off bolt			Periodic		
4) Turn-of-nut without matching markings			Continuous		
5) Calibrated wrench			Continuous		
Material verification of structural steel:					
a. Identification markings	Field inspection		Periodic		
b. Certified mill tests	Review submittals		Each submittal		
Weld filler materials.	Review certificate of compliance and field verification		Periodic		
Structural steel welding:	Shop and field inspection				
a. Complete and partial penetration groove welds			Continuous		
b. Multi-pass fillet welds			Continuous		
c. Single-pass fillet welds > 5/16"			Continuous		
d. Single-pass fillet welds≤ 5/16"			Periodic		
e. Floor and deck welds			Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Reinforcing steel welding:	Shop and field inspection				
a. Verification of weldability of steel other than ASTM A 706			Periodic		
b. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special concrete shear walls, and shear reinforcement			Continuous		
c. Shear reinforcement			Continuous		
d. Other reinforcing steel			Periodic		
Inspection of steel frame joint details for compliance with approved construction documents.	Field inspection				
a. Details such as bracing & stiffening			Periodic		
b. Member locations			Periodic		
c. Application of joint details at each connection			Periodic		
1704.4 Concrete Construction					
Inspection of reinforcing steel installation.	Field inspection		Periodic.		
Inspection of prestressing steel installation.	In-plant or field review		Periodic		
Inspection of prestressed concrete:	In-plant or field review				
a. Application of prestressing force			Continuous		
b. Grouting of bonded prestressing tendons in the seismic-force-resisting system			Continuous		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Inspection of anchor bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased per IBC section 1911.5 or where strength design is used	Field inspection		Continuous		
Inspection of anchors and reinforcing steel installed in hardened concrete: verify anchor type, anchor dimensions, hole dimensions, hole cleaning procedures, anchor spacing, edge distances, concrete minimum thickness, anchor embedment and tightening torque	Field inspection		Periodic		
Verify use of approved design mix	Field review		Periodic		
Fresh concrete sampling.	Field testing		Continuous		
Inspection of concrete and shotcrete placement for proper application techniques	Field inspection		Continuous		
Concrete and shotcrete curing operations.	Field inspection		Periodic		
Erection of precast concrete members.	Field inspection		Periodic		
Concrete strength testing and verification of compliance with construction documents	Field testing and review of laboratory reports		Periodic		
Verification of in-situ concrete strength, prior to stressing of tendons in post tensioned concrete and prior to removal of shores and forms from beams and structural slabs.	Review field testing and laboratory reports		Periodic		
Inspection of formwork for shape, lines, location and dimensions	Field inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
1704.5 Masonry Construction					
Verify proportions of site prepared mortar, grout and prestressing grout for bonded tendons.	Field and submittal review		Periodic		
Verify construction of mortar joints.	Field inspection		Periodic		
Verify location of reinforcement and connectors, and placement of prestressing tendons and anchorages.	Field inspection		Periodic		
Verify prestressing technique	Field inspection		Periodic		
Verify size and location of structural masonry elements.	Field and submittal review		Periodic		
Verify type, size, and location of anchors, including details of anchorage of masonry to structural members, frames, or other construction.	Field inspection		Level 1 - Periodic		
			Level 2 - Continuous		
Verify size, grade, and type of reinforcement.	Field inspection		Periodic		
Verify welding of reinforcing bars.	Field inspection		Continuous		
Verify protection of masonry during hot/cold weather.	Field inspection		Periodic		
Verify grout space is clean prior to grouting.	Field inspection		Level 1 - Periodic		
			Level 2 - Continuous		
Verify grout placement complies with code and construction document provisions.	Field inspection		Continuous		
Testing of grout specimens, mortar specimens, and/or prisms required by construction documents	Field testing		Periodic		
Observe preparation of prisms required by construction documents	Field inspection		Continuous		
Verify compliance with required testing and inspection provisions of construction documents and the approved submittals.	Field testing and inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Verify grade and size of prestressing tendons and anchorages.	Field inspection		Periodic		
Verify proper grouting of prestressing tendons.	Field inspection		Continuous		
Verify application and measurement of prestressing force	Field inspection		Level 1 - Periodic		
			Level 2 - Continuous		
1704.6 Wood Construction					
Inspection of the fabrication process of wood structural elements and assemblies in accordance with Section 1704.2	In-plant review		Periodic		
For high-load diaphragms, verification of grade and thickness of structural panel sheathing.	Field inspection		Periodic		
For high-load diaphragms, verify nominal size of framing members at adjoining panel edges, nail or staple diameter and length, number of fastener lines, and that spacing between fasteners in each line and at edge margins agrees with approved bldg plans.	Field inspection		Periodic		
1704.7 Soils					
Verify materials below shallow foundations are adequate to achieve the design bearing capacity.	Field inspection		Periodic		
Verify excavations are extended to proper depth and have reached proper material.	Field inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Perform classification and testing of controlled fill materials.	Field inspection		Periodic		
Verify use of proper materials, densities, and lift thicknesses during placement and compaction of controlled fill	Field inspection		Continuous		
Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly	Field inspection		Periodic		
1704.8 Pile Foundations					
Verify pile materials, sizes and lengths comply with requirements.	Field inspection and submittal review.		Continuous		
Verify capacities of test piles and results of additional load tests, as required.	Field inspection and submittal review.		Continuous		
Observe pile driving operations and maintain complete and accurate records for each pile	Field inspection and submittal review. Submittal to the bldg official of the results of pile load tests.		Continuous		
Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, verify required penetrations to achieve design capacity, record tip and butt elevations, and document any pile damage.	Field inspection and submittal review		Continuous		
For steel piles, perform additional inspections per Section 1704.3	See Section 1704.3		See Section 1704.3		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
For concrete piles and concrete-filled piles, perform additional inspections per Section 1704.4.	See Section 1704.4		See Section 1704.4		
For specialty piles, perform additional inspections as determined by the registered design professional in responsible charge.	Field inspection		Periodic		
			Continuous		
For augered uncased piles and caisson piles, perform inspections per Section 1704.9.	See Section 1704.9		See Section 1704.9		
1704.9 Pier Foundations					
Observe drilling operations and verify that complete and accurate records are maintained for each pier.	Field inspection and submittal review.		Continuous		
Verify placement locations and plumbness, confirm pier diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable), and adequate end bearing strata capacity.	Field inspection and submittal review.		Continuous		
For concrete piers, perform additional inspections per Section 1704.4.	See Section 1704.4		See Section 1704.4		
For masonry piers, perform additional inspections per Section 1704.5.	See Section 1704.5		See Section 1704.5		
1704.10 Sprayed Fire-resistant Materials					
Verify surface condition preparation of structural members.	Field inspection		Periodic		
Verify application of sprayed fire-resistant materials.	Field inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Verify average thickness of sprayed fire resistant materials applied to structural members.	Field inspection		Periodic		
Verify density of the sprayed fire-resistant material complies with approved fire-resistant design.	Field inspection and submittal review		Periodic		
Verify the cohesive/adhesive bond strength of the cured sprayed fire-resistant material.	Field inspection and submittal review		Per IBC Section 1704.10.5		
1704.11 Mastic and Intumescent Fire-Resistant Coatings					
Inspect mastic and intumescent fire-resistant coatings applied to structural elements and decks, in accordance with AWCI 12-B.	Field inspection		Periodic		
1704.12 Exterior Insulation and Finish Systems (EIFS)					
Verify materials, details and installation are per construction documents.	Field inspection		Periodic		
1704.13 Special Cases (work unusual in nature, including but not limited to alternative construction materials, unusual design applications, systems or materials with special manufacturer requirements. Attach 8 1/2x11 if needed).	Submittal review, shop inspection and/or field inspection.				
1704.14 Smoke Control Systems					
Leakage testing and recording of device locations prior to concealment.	Field testing		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Prior to occupancy and after sufficient completion, pressure difference testing, flow measurements, and detection and control verification.	Field testing		Periodic		
1707.2 Structural Steel Special Inspections for Seismic Resistance					
Continuous inspection of structural welding in accordance with AISC 341, Seismic Provisions	Shop and field inspection		Continuous		
1707.3 Structural Wood Special Inspections for Seismic Resistance					
Inspection of field gluing operations of elements of the seismic-force resisting system.	Field inspection		Continuous		
Inspection of nailing, bolting, anchoring and other fastening of components within the seismic-force-resisting system.	Shop and field inspection		Periodic		
1707.4 Cold-formed Steel Framing Special Inspections for Seismic Resistance					
Inspection during welding operations of elements of the seismic-force-resisting system.	Shop and field inspection		Periodic		
Inspections for screw attachment, bolting, anchoring and other fastening of components within the seismic-force-resisting system.	Shop and field inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
1707.5 Pier Foundations Special Inspections for Seismic Resistance					
Inspection during placement of reinforcing.	Field inspection		Periodic		
Inspection during placement of concrete.	Field inspection		Continuous		
1707.6 Storage Racks and Access Floors Special Inspections for Seismic Resistance					
Inspection during the anchorage of access floors and storage racks 8 feet or greater in height.	Field inspection		Periodic		
1707.7 Architectural Components Special Inspections for Seismic Resistance					
Inspection during the erection and fastening of exterior cladding and interior and exterior veneer.	Field inspection		Periodic		
Inspection during the erection and fastening of interior and exterior non load bearing walls.	Field inspection		Periodic		
1707.8 Mechanical and Electrical Components Special Inspections for Seismic Resistance					
Inspection during the anchorage of electrical equipment for emergency or standby power systems.	Field inspection		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Inspection during the anchorage of other electrical equipment.	Field inspection		Periodic		
Inspection during installation of piping systems intended to carry flammable, combustible, or highly toxic contents and their associated mechanical units.	Field inspection		Periodic		
Inspection during the installation of HVAC ductwork that will contain hazardous materials	Field inspection		Periodic		
Inspection during the installation of vibration isolation systems.	Field inspection		Periodic		
1707.9 Designated Seismic System Verification					
Inspect and verify that that the component label, anchorage or mounting conforms to the certificate of compliance in accordance with 1708.5.	Field inspection		Periodic		
1707.10 Seismic Isolation System					
Inspection during the fabrication and installation of isolator units and energy dissipation devices used as part of the seismic isolation system.	Shop and field inspection		Periodic		
1708.1 Masonry Testing and Verification for Seismic Resistance					
Certificates of compliance used in masonry construction	Review submittals		Each submittal		
Verification of f'_m and f'_{AAC} prior to construction	Review submittals		Each Submittal		
Verification of f'_m and f'_{AAC} every 5000 SF during construction	Review submittals and field testing		Periodic		

SCHEDULE OF SPECIAL INSPECTION SERVICES					
PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	**SERVICE**	**Y/N**	**EXTENT**	**AGENT***	**DATE COMPLETED**
Verification of proportions of materials in mortar and grout as delivered to the site	Field review		Periodic		
1708.3 Reinforcing and Prestressing Steel Testing for Seismic Resistance					
Review certified mill test reports for each shipment of reinforcing steel used to resist flexural, shear and axial forces in concrete intermediate frames, special moment frames and special concrete or masonry shear walls.	Review testing reports		Each submittal		
Verify reinforcing steel weldability of ASTM A615 reinforcing used to resist seismic flexural and axial forces in special moment frames and shear walls	Review testing reports		Each submittal		
1708.4 Structural Steel Testing for Seismic Resistance					
Test In accordance with the quality assurance requirements of AISC 341, Seismic Provisions	Shop and field testing		Per AISC 341		
Ultrasonically test for discontinuities behind and adjacent to welds with base metal thicker than 1.5 inches where subject to through-thickness weld shrinkage strains.	Shop and field testing		Each occurrence		

SCHEDULE OF SPECIAL INSPECTION SERVICES

PROJECT					
		APPLICABLE TO THIS PROJECT			
MATERIAL / ACTIVITY	SERVICE	Y/N	EXTENT	AGENT*	DATE COMPLETED
1708.5 Seismic Qualification of Mechanical and Electrical Equipment					
Review certificate of compliance for designated seismic system components	Certificate of compliance review		Each submittal		
1708.6 Seismically Isolated Structures					
Test seismic isolation system in accordance with ASCE 7 Section 17.8	Prototype testing		Per ASCE 7		

* INSPECTION AGENTS	FIRM	ADDRESS	TELEPHONE NO.
1.			
2.			
3.			
4.			
5.			
6.			

Notes: 1. The inspection and testing agent(s) shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official prior to commencing work. The qualifications of the Special Inspector(s) and/or testing agencies may be subject to the approval of the Building Official and/or the Design Professional.

2. The list of Special Inspectors may be submitted as a separate document, if noted so above.

3. Inspection of fabricators is not required where the fabricator is approved in accordance with IBC Section 1704.2.2.

Encircle "Yes" or "No" as appropriate and date this document below:

Are *Requirements for Seismic Resistance* included in the *Statement of Special Inspections*? **Yes No**

Are *Requirements for Wind Resistance* included in the *Statement of Special Inspections*? **Yes No**

DATE:

COMMENTARY ON SCHEDULE OF SPECIAL INSPECTION SERVICES	
MATERIAL / ACTIVITY	**COMMENTARY**
General	Other items may be added to the Schedule of Special Inspection Services at the discretion of the Design Professional and/or the Owner.
Definition: Special Inspection, Periodic	The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work has been or is being performed and at the completion of the work. May be allowed when compliance of the work or product can be determined after being incorporated into the structure.
Definition: Special Inspection, Continuous	The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
1704.2 Inspection of Fabricators	Required where structural load-bearing members are fabricated in a shop, except not required where fabricator is approved in accordance with section 1704.2.2. Where this exception is utilized, at the completion of fabrication, the fabricator shall submit a certificate of compliance stating that the work was performed in accordance with the approved construction documents.
1704.3 Steel Construction	
Inspection of high-strength bolting	Installation of high strength bolts shall be inspected in accordance with RCSC (June 23, 2000) specifications.
1704.4 Concrete Construction	IBC Section 1704.4 states that Special Inspections are not required for certain isolated spread concrete footings, certain continuous concrete footings, certain nonstructural concrete slabs, and certain concrete foundation walls. See Section 1704.4 for these specific exceptions. Special inspections are not required for <u>any</u> concrete patios, driveways and sidewalks, on grade.
Inspection of cast-in-place and post-installed anchors	Prior to the 2009 Guideline Revision and 2010 Georgia Amendments post-installed anchors would have been covered under section 1704.13, *Special Cases* and were not directly addressed by either IBC or these *Guidelines*. Since anchor inspection is relatively new to Georgia inspectors basic inspection requirements have been included in the *Schedule.* Any additional inspection items should be specified in the construction documents. Guidance for inspection requirements can be obtained from anchor manufacturers and in ICC-ES reports (www.icc-es.org) for specific anchors. The structural engineer may want to require continuous special inspection of critical installations. Most anchor manufacturers will also provide field representatives to projects to train installers and inspectors. The Special Inspector should verify the initial installations of each type and size of anchor by construction personnel on site and periodically thereafter. Note that adhesive anchors meeting ICC-ES Criteria AC308 use different strength reduction factors depending on whither periodic or continuous inspection is performed. If the higher strength values are used in design, continuous inspection must be required in the Schedule of Special Inspections.
1704.5 Masonry Construction	For Level 1, use table 1704.5.1. For Level 2 use table 1704.5.3. See Section 1704.5 for application.

COMMENTARY ON SCHEDULE OF SPECIAL INSPECTION SERVICES	
MATERIAL / ACTIVITY	**COMMENTARY**
1704.6 Wood Construction	
For high-load diaphragms, verification of grade and thickness of structural panel sheathing.	Applies to high-load diaphragms using values from IBC Table 2306.3.2.
For high-load diaphragms, verify nominal size of framing members at adjoining panel edges, nail or staple diameter and length, number of fastener lines, and that spacing between fasteners in each line and at edge margins agrees with approved bldg plans.	
1704.7 Soils	
Perform classification and testing of controlled fill materials.	Special Inspections are not required during placement of controlled fill 12-inches deep or less; however, it is recommended.
Verify use of proper materials, densities, and lift thicknesses during placement and compaction of controlled fill.	
Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly.	
1704.8 Pile Foundations	The approved soils report, required by Section 1802.2, and the documents prepared by the registered design professional in responsible charge, shall be used to determine compliance.
1704.9 Pier Foundations	The approved soils report, required by Section 1802.2, and the documents prepared by the registered design professional in responsible charge, shall be used to determine compliance
1704.10 Sprayed Fire-resistant Materials	
Verify average thickness of sprayed fire-resistant materials applied to structural members.	Thickness testing required for minimum of 25% of structural members on each floor. See Section 1704.11.3.1 for testing requirements for floor, roof and wall assemblies.
1704.11 Mastic and Intumescent Fire-Resistant Coatings	
Inspect mastic and intumescent fire-resistant coatings applied to structural elements and decks, in accordance with AWCI 12-B.	Special inspections shall be in accordance with AWCI 12-B. Special inspections shall be based on the fire-resistance design as designated in the approved construction documents.
1704.12 Exterior Insulation and Finish Systems (EIFS)	Mandatory except for applications installed over masonry or concrete walls, or where installed over a water-resistive barrier with means of draining moisture to the exterior.
1707.2 Structural Steel Special Inspections for Seismic Resistance	
Continuous inspection of structural welding in accordance with AISC Seismic Provisions	Mandatory for the seismic-force-resisting systems in Seismic Design Categories C, D, E & F. **Exceptions:** 1. Single-pass fillet welds not exceeding 5/16 inch in size. 2. Floor and deck welding. 3. Structures assigned to SDC C with structural steel systems not specifically detailed for seismic resistance in accordance with Table 1617.6.

COMMENTARY ON SCHEDULE OF SPECIAL INSPECTION SERVICES	
MATERIAL / ACTIVITY	**COMMENTARY**
1707.3 Structural Wood Special Inspections for Seismic Resistance	
Inspection of field gluing operations of elements of the seismic-force resisting system.	Mandatory for the seismic-force-resisting systems in Seismic Design Categories C, D, E & F. **Exception:** Not required for fastening of wood sheathing used for wood shear walls, shear panels and diaphragms where the fastener spacing is more than four inches on center.
Inspection of nailing, bolting, anchoring and other fastening of components with the seismic-force-resisting system.	
1707.4 Cold-formed Steel Framing Special Inspections for Seismic Resistance	Mandatory for the seismic-force-resisting systems in Seismic Design Categories C, D, E & F.
Inspection during welding operations of elements of the seismic-force-resisting system.	
Inspections for screw attachment, bolting, anchoring and other fastening of components within the seismic-force-resisting system.	
1707.5 Pier Foundations Special Inspections for Seismic Resistance	
Inspection during placement of reinforcing.	Mandatory for the seismic-force-resisting systems in Seismic Design Categories C, D, E & F.
Inspection during placement of concrete.	
1707.6 Storage Racks and Access Floors Special Inspections for Seismic Resistance	
Inspection during the anchorage of access floors and storage racks 8 feet or greater in height.	Mandatory for buildings assigned to Seismic Design Category D, E or F.
1707.7 Architectural Components Special Inspections for Seismic Resistance	
Inspection during the erection and fastening of exterior cladding and interior and exterior veneer.	Mandatory for buildings assigned to Seismic Design Category D, E or F. **Exceptions:**
Inspection during the erection and fastening of interior and exterior non load bearing walls.	1. Not required for architectural components in structures 30 feet or less in height. 2. Not required for cladding and veneers weighing 5 psf or less. Not required for interior non-bearing walls weighing less than 15 psf. 3.

COMMENTARY ON SCHEDULE OF SPECIAL INSPECTION SERVICES	
MATERIAL / ACTIVITY	**COMMENTARY**
1707.8 Mechanical and Electrical Components Special Inspections for Seismic Resistance	
Inspection during the anchorage of electrical equipment for emergency or standby power systems, including emergency lighting fixtures.	Mandatory for buildings assigned to Seismic Design Category C, D, E or F.
Inspection during the anchorage of other electrical equipment	Mandatory for buildings assigned to Seismic Design Category E or F.
Inspection during installation of piping systems intended to carry flammable, combustible, or highly toxic contents and their associated mechanical units.	Mandatory for buildings assigned to Seismic Design Category C, D, E or F.
Inspection during the installation of HVAC ductwork that will contain hazardous materials	
Inspection during the installation of vibration isolation systems.	Mandatory for structures assigned to Seismic Design Category C, D, E or F, where the construction documents require a nominal clearance of 0.25 inches or less, between the equipment support frame and restraint.
1707.9 Designated Seismic System Verification	Per ASCE 7, Section11.2, Designated Seismic Systems are defined as: "The seismic force resisting system and those architectural, electrical, and mechanical systems or their components that require design in accordance with (ASCE 7) Chapter 13 and for which the component importance factor, Ip, is greater than 1.0."
Inspect and verify that that the component label, and anchorage or mounting conforms to the certificate of compliance in accordance with 1708.5.	Required where the component has a Component Importance Factor of greater than 1.0 and the component is to be placed in a building assigned to Seismic Design Category C, D, E or F.
1707.10 Seismic Isolation System	
Inspection during the fabrication and installation of isolator units and energy dissipation devices used as part of the seismic isolation system.	See ASCE 7, Section 17 for additional inspection and quality control requirements.
1708.1 Masonry Testing and Verification for Seismic Resistance	Although these requirements are listed in Chapter 17 under "Seismic Resistance", they come from ACI 530 requirements for Quality Assurance. Their applicability is independent of any seismic criteria, but rather depends on design method and Occupancy Category.
Certificates of compliance used in masonry construction	Mandatory for empirically designed masonry and glass unit masonry in Occupancy Category I, II, or III facilities.
Certificates of compliance used in masonry construction	Mandatory for empirically designed masonry and glass unit masonry in Occupancy Category IV facilities. Mandatory for engineered masonry in Occupancy Category I, II, or III facilities. **Exceptions:** See section 1704.5.
Verification of f'_m and f'_{AAC} prior to construction	
Certificates of compliance used in masonry construction	Mandatory for engineered masonry in Occupancy Category IV facilities.
Verification of f'_m *and* f'_{AAC} every 5000 SF during construction	
Verification of proportions of materials in mortar and grout as delivered to the site	
1708.3 Reinforcing and Prestressing Steel Testing for Seismic Resistance	This section applies to reinforced concrete intermediate frames, special moment frames or boundary elements of special reinforced concrete or masonry shear walls in Seismic Design Categories C, D, E or F.

COMMENTARY ON SCHEDULE OF SPECIAL INSPECTION SERVICES	
MATERIAL / ACTIVITY	**COMMENTARY**
1708.4 Structural Steel Testing for Seismic Resistance	This section applies to structural steel systems designed to AISC 341 Seismic Provisions in Seismic Design Categories C, D, E or F. This is not required for steel structures utilizing the Seismic Force-Resisting System: "Steel Systems not Specifically Detailed for Seismic Resistance, Excluding Cantilever Column Systems" per ASCE 7, Table 12.2-1.
1708.5 Seismic Qualification of Mechanical and Electrical Equipment	Per ASCE 7, Section11.2, Designated Seismic Systems are defined as: "The seismic force resisting system and those architectural, electrical, and mechanical systems or their components that require design in accordance with (ASCE 7) Chapter 13 and for which the component importance factor, Ip, is greater than 1.0."
Submit certificate of compliance for designated seismic system components	Required where the component has a Component Importance Factor of greater than 1.0 and the component is to be placed in a building assigned to Seismic Design Category C, D, E or F.
1708.6 Seismically Isolated Structures	
Test seismic isolation system in accordance with ASCE 7 Section 17.8	Specific testing and requirements meeting ASCE 7 Section 17.8 shall be included in the construction documents

Contractor's Statement of Responsibility

Each contractor responsible for the construction or fabrication of a main wind or seismic force-resisting system, designated seismic system or wind or seismic-resisting component listed in the Statement of Special Inspections, Requirements for Seismic or Wind Resistance, must submit a Statement of Responsibility.

Project: _____

Contractor's Name: _____

Address: _____

License No.: _____

Description of building systems and components included in Statement of Responsibility:

_____
_____
_____
_____
_____
_____
_____

Contractor's Acknowledgement of Special Requirements

I hereby acknowledge that I have received, read, and understand the Statement of Special Inspections and Special Inspection program:

I hereby acknowledge that control will be exercised to obtain conformance with the approved construction documents.

_____
Name and Title (type or print)

_____ _____
Signature Date

Contractor's Provisions for Quality Control

Procedures for exercising control within the contractor's organization, the method and frequency of reporting and distribution of reports is attached to this Statement.

Identification and qualifications of the person(s) exercising such control and their position(s) in the organization are attached to this Statement

Fabricator's Certificate of Compliance

Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2 of the International Building Code must submit *Fabricator's Certificate of Compliance* at the completion of fabrication.

Project: _____

Fabricator's Name: _____

Address: _____

Certification or Approval Agency: _____

Certification Number: _____

Date of Last Audit or Approval: _____

Description of structural members and assemblies that have been fabricated:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I hereby certify that items described above were fabricated in strict accordance with the approved construction documents.

_____
Name and Title (type or print)

_____ _____
Signature Date

Attach copies of fabricator's certification or building code evaluation service report and fabricator's quality control manual.

SPECIAL INSPECTION DAILY REPORT

PROJECT NAME / ADDRESS:
INSPECTION TYPE(S) COVERAGE ☐ CONTINUOUS ☐ PERIODIC TIME BEGINNING INSPECTION: TIME ENDING INSPECTION:
DESCRIBE INSPECTIONS MADE, INCLUDING LOCATIONS:
LIST TESTS MADE:
LIST ITEMS REQUIRING CORRECTIONS, CORRECTIONS OF PREVIOUSLY LISTED ITEMS AND PREVIOUSLY LISTED UNCORRECTED ITEMS: PROVIDE COPIES OF DISCREPANCY NOTICES:
COMMENTS:
TO THE BEST OF MY KNOWLEDGE, WORK INSPECTED WAS IN ACCORDANCE WITH THE APPROVED DESIGN DRAWINGS, AND SPECIFICATIONS, EXCEPT AS NOTED ABOVE.

PRINTED FULL NAME	
NOTE BY "SPECIAL INSPECTOR" OR PROVIDE NAME OF TESTING AGENCY	

SIGNED:	DATE:
CERTIFICATION:	NUMBER:

One copy of this report to remain at job site with the contractor for review upon request.

SPECIAL INSPECTION INTERIM REPORT

PROJECT NAME / ADDRESS:								
INSPECTION TYPE(S) COVERAGE ☐ CONTINUOUS ☐ PERIODIC TIME BEGINNING INSPECTION: TIME ENDING INSPECTION:								
DESCRIBE INSPECTIONS MADE, INCLUDING LOCATIONS:								
LIST TESTS MADE:								
TOTAL INSPECTION TIME EACH DAY	DATE							
	HOURS							
LIST ITEMS REQUIRING CORRECTIONS, CORRECTIONS OF PREVIOUSLY LISTED ITEMS AND PREVIOUSLY LISTED UNCORRECTED ITEMS: PROVIDE COPIES OF DISCREPANCY NOTICES:								
COMMENTS:								
TO THE BEST OF MY KNOWLEDGE, WORK INSPECTED WAS IN ACCORDANCE WITH THE APPROVED DESIGN DRAWINGS, AND SPECIFICATIONS, EXCEPT AS NOTED ABOVE.								
PRINTED FULL NAME								
NOTE BY "SPECIAL INSPECTOR" OR PROVIDE NAME OF TESTING AGENCY								
SIGNED:						DATE:		
CERTIFICATION:						NUMBER:		

One copy of this report to remain at job site with the contractor for review upon request.

DISCREPANCY NOTICE No. _____

SPECIAL INSPECTION DISCREPANCY NOTICE

PROJECT NAME / ADDRESS:		
INSPECTION TYPE(S) COVERAGE ☐ CONTINUOUS ☐ PERIODIC		
AREA INSPECTED	TYPE OF INSPECTION	
NOTICE DELIVERED TO: O CONTRACTOR O ENGINEER/ARCHITECT O OWNER	DATE:	TIME:
MAKE THE FOLLOWING CORRECTIONS AND SECURE INSPECTION APPROVAL PRIOR TO PROCEEDING WITH THIS PHASE OF THE WORK.		
PRINTED FULL NAME		
NOTE BY "SPECIAL INSPECTOR" OR PROVIDE NAME OF TESTING AGENCY		
SIGNED:	DATE:	
CERTIFICATION:	NUMBER:	

One copy of this report to remain at job site with the contractor for review upon request.